

STATE OF UTAH

**OFFICE OF CHILD CARE (OCC)
DEPARTMENT OF WORKFORCE SERVICES**

**REQUEST FOR GRANT
FISCAL YEAR 2005
(July 1, 2004 through June 30, 2005)
(Revised June, 2004)**

QUALITY IMPROVEMENT GRANTS

FOR

CHILD CARE PROGRAMS

Child Care Quality Improvement Grants

Request for Proposal (RFP)

Part 1: General Information

Background

The Department of Workforce Services, Office of Child Care (OCC) is soliciting proposals to increase the quality of child care services in currently operating child care programs. The Office of Child Care will make funding available to programs that want to improve the quality of the care they provide in a variety of ways. Grant funding depends upon availability of the federal Child Care Development Fund to the Department of Workforce Services.

Programs may request funding to eliminate health or safety hazards, to increase the level of training for caregivers or to purchase learning and activity equipment and materials. The Department of Workforce Services will receive proposals ONLY during three time periods in this fiscal year: between **September 14 and 3:00 PM Tuesday, September 28, 2004** for Fall awards, between **January 11 and 3:00 PM Tuesday, January 25, 2005** for Winter awards and between **May 10 and 3:00 PM Tuesday, May 24, 2005** for Spring awards. Only one application per program will be accepted during each application period. Proposals will not be accepted before the opening date or after the closing date of each application period.

In order to be considered for a grant, the applicant must have an on-site program assessment completed by a Quality Improvement (QI) Consultant from a local Child Care Resource and Referral Agency (CCR&R) and submit documentation from the Bureau of Licensing demonstrating compliance with the licensing requirements. The tools used to assess programs are the Infant/Toddler Environment Rating Scale-Revised (ITERS-R), Early Childhood Environment Rating Scale-Revised (ECERS-R), the School-Age Care Environment Rating Scale (SACERS), the Family Day Care Rating Scale (FDCRS), and The National Association for Family Child Care (NAFCC) Accreditation Readiness Tool.

Eligibility Requirements

Programs serving children between the ages of 4 weeks and 13 years are eligible to receive funding. Programs may apply for and receive Quality Improvement grants **every twenty-four months** if funding is available. Eligible child care programs include:

- Licensed family and family group child care providers,
- Licensed or license exempt child care centers,
- Licensed or license exempt school age child care programs.

Only programs that have been licensed for a minimum of one year may apply. License exempt child care programs must have been in operation for a minimum of one year before they apply. Programs currently receiving a Youth Connections Grant, or a Start-Up/Expansion Grant are not eligible. Child care providers who hold an Hourly Child Care Center license and Residential Certificate holders are not eligible for these grants.

To be eligible for these grants, licensed child care programs:

- Must not currently hold a conditional license from the Department of Health, and
- Must not have been on a conditional license in the past twelve months.

Beginning with the May 2005 deadline, programs will only be eligible to apply for a Quality Improvement Grant every other year based on the licensing renewal date. If the program's child care license renews in an *odd* numbered month (1-January, 3-March, etc.), you can apply for a QI grant in *odd* numbered years (2005, 2007, etc.). If it renews in an *even* numbered month (2-February, 4-April, etc.), you can apply for a QI grant in *even* numbered years (2006, 2008, etc.).

Programs will not be eligible to receive a second Quality Improvement Grant until all other qualified applicants in the submittal pool have received at least one award.

Applicants who failed to perform under the terms and conditions of a prior grant administered by the Office of Child Care are not eligible to apply for another grant from the Office for a period of up to three years from the date the prior grant ended as determined by the Office of Child Care.

Applicants should:

- Demonstrate knowledge of the Environment Rating Scales (ERS) or The National Association for Family Child Care (NAFCC) accreditation standards in their goals and plans of action,
- Address quality improvement in a variety of ways, including staff training and staff retention efforts,
- Focus on removing health and/or safety hazards from their programs,
- Include a plan for maintaining the proposed quality improvements in the future,
- Commit to quality improvements that do not require funding, such as increasing the quantity of verbal interactions or rearranging a classroom to create a protected block play area.

Prior participation in the Career Ladder Award program will be used to break ties if grant applications receive identical scores. Staff in School Age programs may submit documentation of training offered through school districts or other recognized training organizations to be used as a tie-breaker. Each 40 hours of training is equivalent to one level on the Career Ladder.

Funding

Family and Family Group Child Care Programs

Family Child Care Programs may receive up to \$600.00. Family Group Child Care Programs may receive up to \$1,000.00.

Child Care Center Programs

Child Care Center Programs may receive up to \$50.00 for each child care "slot" they provide. Center Programs may receive up to a maximum of \$9,999.00. To determine the maximum amount a licensed center program is eligible to receive, multiply the licensed capacity determined by the Department of Health by \$50.00. The total dollars requested must not exceed

the number of children served multiplied by \$50.00, unless funds are being requested for playground safety improvements.

Playground Safety Improvements: Child Care Center Programs may request grant funds exceeding \$50.00 for each slot for playground safety improvements. These funds must be used for playground safety improvements only. The total for all requested funds may not exceed \$9,999.00

License Exempt Programs

License Exempt Programs may receive up to \$50.00 for each child care “slot” they provide.

To determine the maximum amount a license exempt program is eligible to receive, multiply the program’s average daily attendance for the three months prior to application by \$50.00. The total dollars requested must not exceed the number of children served multiplied by \$50.00. See Definitions (p.7) for more information on license exempt school age program average daily attendance.

All Programs

A 10% provider match is required for this grant. Both cash and in-kind matches are allowed. See the Definitions (p.7) for more information on matching funds.

Programs must spend the grant, and return receipts to the Office of Child Care within three months of receiving the grant funds. Follow-up ERS scores (Child Care Centers) or a grant follow-up sheet (Family and Family Group providers) must be submitted to the Office of Child Care within the 12 month grant period of performance.

Purchases of equipment or training to be paid for by the grant cannot be made until the grantee receives a completed grant agreement signed by both parties.

Grants will be available statewide.

Evaluation of Applications

Applications will be evaluated by qualified review committees. Evaluations will be based on the criteria listed in this RFG. The committees may request additional technical assistance from other sources when evaluating applications. During the evaluation phase, the Contract Analyst shall reserve the right to enter into discussion with qualified applicants. The Review Committees will be comprised of individuals from the Child Care Resource and Referral (CCR&R) Agencies and the Office of Child Care.

Grant Requirements

The intent of this RFG is to improve the quality of care provided to children in a variety of settings. Grant recipients will be required to comply with the following requirements.

1. Programs must not discriminate against children, families or staff based on race, religion, sex, age, national origin or disability.
2. All grant recipients must be registered with the Child Care Resource and Referral Agency in their area.
3. The Office of Child Care may require statistics and program information from grantees.
4. Staff from the Office of Child Care shall have access to the program for site visits.
5. Grantees shall schedule assessments with the CCR&R staff to complete the follow-up visit within twelve months.
6. Grantees shall submit copies of receipts to document all purchases made with grant funds to the Office of Child Care within three months of receiving the grant funds.
7. Programs must be able to meet all applicable state and federal laws and regulations, including the Federal Office of Management & Budget (OMB) circulars for services.
8. Only new equipment and materials can be purchased with grant funds. Used or second-hand materials cannot be purchased. All equipment and materials should be designed for use in group or child care settings.

Application Instructions

General Information

1. To obtain additional application forms contact the Office of Child Care at 801-526-4340 or 1-800-622-7390. Applications may also be picked up at the Office of Child Care, Department of Workforce Services, 140 East 300 South, Salt Lake City, Utah.
2. Questions regarding the proposal and application process should be addressed to the Office of Child Care at 801-526-4340 or 1-800-622-7390.
3. Costs incurred in the preparation and submission of proposals is the responsibility of the individual, organization or agency submitting the application and will not be reimbursed. Copies of the proposal become property of the State of Utah and will not be returned. Faxed copies will not be accepted.
4. **To submit your application, mail or hand deliver one (1) original and three (3) copies of the application to Sharrif Dajany, Department of Workforce Services, Procurements and Contracts, 140 East 300 South, Salt Lake City, Utah, 84111. Applications MUST be received and electronically date/time stamped by 3:00 P.M. on the final date of the grant application period. Applications received outside the three application periods will not be reviewed for funding.**

Technical Requirements

Applications that do not follow these instructions will not be reviewed.

1. You must submit one (1) original (with original signature) and three (3) legible copies to be used by the review committee.
2. Applications may be hand written or type written. If hand written, print clearly and legibly. If type written, use a 12 point type.
3. If your application is longer than five or six pages, you are encouraged to submit the applications in report folders with fasteners to prevent stapled pages from separating.
4. Each application packet must be **placed in the following order**:
 - a. Application Cover Sheet.
 - b. Score Summary sheet(s) or NAFCC Accreditation Readiness Tool completed by the Quality Improvement (QI) Consultant, dated no earlier than twelve months prior to application date.
 - c. **Every** QI Consultant Recommendation Form given to the applicant by the QI Consultant, dated no earlier than twelve months prior to application date. Include **every** yellow Recommendation Form in the original packet and copies of the forms in the three other packets.
 - d. All Plan of Action Forms, in the order of the Rating Scale or NAFCC Accreditation Readiness Tool item number.
NOTE: Child Care Centers need to use the Center Plan of Action Form. Family and Family Group Providers need to use the Family/Family Group Plan of Action Form.
 - e. Two copies of your child care license from the Department of Health: one for the prior year and one for the current year, or a letter from the Bureau of Licensing documenting your license exempt status. If you are license exempt, your “capacity” will be based on your Average Daily Attendance for the past three months. Attach documentation to show how you determined your Average Daily Attendance.
 - f. Career Ladder documentation (optional).

NOTE: Center applications please group the QI Consultant Recommendation Forms and the Plan of Action Forms by classroom.

Application Details

A complete application includes:

1. Cover Sheet: Fill out the cover sheet completely. If you are a family child care provider, write the name that appears on your business/child care license. For family child care providers, you will need to list your Social Security number even if you have a Federal Tax ID number. For examples of brief descriptions of the focus of your quality improvement efforts, refer to the Frequently Asked Questions section on page 7.
2. Environment Rating Scale Score Summary Sheet: For Centers, the QI Consultant will provide you with a copy of the score summary sheet from the Environment Rating Scale that

was completed at your program. Submit photocopies of the On-Site Review Score Summary sheet with the recommendations.

3. NAFCC Accreditation Readiness Tool: For Family and Family Group Providers, the QI Consultant will provide you with a copy of the completed NAFCC Accreditation Readiness Tool form. Submit photocopies of the form with the recommendations.
4. CCR&R Quality Improvement (QI) Consultant Recommendation Form: The consultant will complete an observation. After the observation is completed, the Consultant will meet with you and complete the Recommendation Forms or bring completed forms. Submit the original form and photocopies of the form with this grant application. (You are not required to follow every recommendation when you apply for your grant. List only those activities you have chosen to commit to on the Plan of Action Forms.)

It is important to remember that the review committee will read all of the QI Consultant recommendations. If you are not following the recommendations for items related to serious health or safety problems, it may be beneficial to attach an explanation. Explanations may not be longer than one page. See Appendix D for a sample QI Consultant Form.

5. Plan of Action Form: Child Care Centers

- Complete one form for every item that you are committed to raising your score on. Number the pages at the bottom of each page.
- List the item number, your current score on that item, and the score you want to reach in the next year.
- Section A: List equipment you want to purchase, the store or catalog (vendor) you are purchasing it from and the cost. List your 10% match in the last column. You do not need to show a match for every item. Once you have shown a total 10% match, you can leave this column empty. List the total cost of all equipment items in the shaded box.
- Section B: List the training you or other staff are going to attend to increase the score on each item. If a class covers more than one item on the scale, write the information once and write “see item #” on the other forms. List the names and job positions of all staff persons who will attend the training.
- Section C: Each item on the Environment Rating Scale has indicators that are behavioral in nature. It takes time and practice to take the knowledge learned from classes and training sessions and then to implement it in classrooms. To be successful, caregivers need support in the form of monitoring or self-assessment. List your plans to support change for each indicator and briefly describe how you will monitor or assess change and how you will maintain those changes in the future. See Frequently Asked Questions for more information on numbering indicators.

NOTES: (1) a trampoline is considered a serious safety hazard and must be removed or made inaccessible to children in child care. If you have a trampoline, you must include, in your plan of action, steps to remove the trampoline or make it inaccessible to the children in your child care program.

- (2) if you are not using loose fill materials, such as sand or wood chips, you need to submit documentation that the materials you want to use meet the American Society for Testing and Materials (ASTM F1292) guidelines.
- (3) all playground equipment must be installed according to Consumer Product Safety Commission guidelines.

6. Plan of Action Form: Family and Family Group Child Care

- Complete one form for every item that you are setting a goal for. Number the pages at the bottom of each page.
- List the item number and briefly describe your goal for improvement.
- Section A: List equipment you want to purchase, the store or catalog (vendor) you are purchasing it from and the cost. List your 10% match in the last column. You do not need to show a match for every item. Once you have shown a total 10% match, you can leave this column empty. List the total cost of all equipment items in the shaded box.
- Section B: List the training you or other staff are going to attend to increase the score on each item. If a class covers more than one item on the scale, write the information once and write “see item #” on the other forms. List the names and job positions of all staff persons who will attend the training.
- Section C: Each item in the NAFCC Accreditation Readiness Tool has components that are behavioral in nature. It takes time and practice to take the knowledge learned from classes and training sessions and then to implement it in family child care homes. To be successful, caregivers need support in the form of monitoring or self-assessment. List your plans to support change for each item and briefly describe how you will monitor or assess change and how you will maintain those changes in the future.

NOTES: (1) a trampoline is considered a serious safety hazard and must be removed or made inaccessible to children in child care. If you have a trampoline, you must include, in your plan of action, steps to remove the trampoline or make it inaccessible to the children in your child care program.

2) if you are not using loose fill materials, such as sand or wood chips, you need to submit documentation that the materials you want to use meet the American Society for Testing and Materials (ASTM F1292) guidelines.

(3) all playground equipment must be installed according to Consumer Product Safety Commission guidelines.

7. Licensing Status: A copy of your child care license from the Department of Health for the current year and for the prior year, or a letter from the Bureau of Licensing documenting your license exempt status. The copies of your child care licenses or other documentation are required to show that you have been licensed for at least one year.
8. Career Ladder Certificates (Optional): Copies must be included in your application to be considered. Review committees may not have access to Office of Child Care records. For staff in School Age programs: You may submit documentation of training offered through school districts or other recognized training organizations to be used as a tie-breaker. Each 40 hours of training is equivalent to one level on the Career Ladder.

Scoring System

The review committee will use the following guidelines when scoring applications:

1. Equipment purchases listed in Section A: Proposals may earn up to 30 points based on the following:
 - Are the choices age appropriate?
 - How financially reasonable are the choices? Are the choices of good quality without being extravagant?
 - How well do the choices reflect the recommendations of the QI Consultant?
 - Does the quantity of the items correspond to the QI Consultant's recommendations?
2. Training shown in Section B: Proposals may earn up to 30 points based on the following:
 - Is the training topic appropriate for the item?
 - How many hours of training are involved?
 - Are all of the appropriate caregivers attending the training?
 - For in-service training, what are the trainer's qualifications?
3. Commitment to behavioral changes shown in Section C: Proposals may earn up to 35 points based on the following:
 - How many changes is the applicant committing to?
 - How well developed is the plan to implement the changes?
 - Will the changes be made in a timely but realistic manner?
 - How will behavioral changes be maintained after the grant period?
4. Overall accuracy and presentation: Maximum of 5 points.
5. A minimum score for funding is 60 points.
6. Participation in the Career Ladder will be used to break any scoring ties. Staff in School Age programs may submit documentation of training offered through school districts or other recognized training organizations to be used as a tie-breaker. Each 40 hours of training is equivalent to one level on the Career Ladder.

Definitions

Average Daily Attendance: The average number of children who attend the center on a daily basis. To calculate this number, add the daily attendance over the required time period and divide that total by the number of days in the period that the program was in operation. For license exempt programs the average daily attendance needs to be calculated starting at 4:00 p.m. or later to capture a true picture of children using the program for child care.

ASTM : Abbreviation for the American Society of Testing and Materials, an organization that provides voluntary standards through a consensus process for materials, products, systems and services.

Child Care: Child care is care provided on a regular basis over a period of time, in lieu of what a parent would provide in a home. Preschool programs, drop-in/hourly child care facilities, open recreation programs, and after-school enrichment programs are not covered under this definition. Programs providing child care services must remain open until 5:00 p.m. or later, Monday through Friday, to serve the needs of working parents.

Conditional License: A license issued by the Bureau of Licensing, Department of Health for continuing or chronic failure to comply with the licensing rules or for serious breaches of the rules that results in potential or actual harm to children.

Child Care Resource and Referral (CCR&R): Child care support programs, partially funded by the Utah Office of Child Care, housed in local agencies. CCR&Rs provide training and Quality Improvement consultation for child care providers and operate parent referral services. See **Appendix A** to locate your local CCR&R agency.

Matching Funds or Provider Match

These are funds the applicant already has or will have available to put toward their program. The funds may be cash or they may be “in-kind”, which is the dollar value of materials, supplies, or volunteer time, etc. The Quality Improvement Grant requires a 10% match. If you are requesting \$600.00, your match or contribution to the quality improvement efforts is \$60.00. Show your match on any Plan of Action Form, Section A, not necessarily on every form. You will be asked to provide receipts for your match.

Environment Rating Scales: ITERS-R, ECERS-R, SACERS and FDCRS

The Environment Rating Scales are assessment tools being used by the Office of Child Care to measure the quality of care offered by programs across the state. There are three scales for center based child care: The Infant Toddler Environment Rating Scale, Revised Edition (the ITERS-R), the Early Childhood Environment Rating Scale, Revised Edition (the ECERS-R) and the School-Age Care Environment Rating Scale (the SACERS). The Family Day Care Rating Scale (the FDCRS) was used for family and family group child care prior to September 2004.

Child development and early childhood education researchers at the University of North Carolina developed the scales over the past several decades. The scales look at health and safety issues, the interactions between staff and children, and the space and equipment the children have available to them. The scores on these scales are better predictors of child outcomes than many other quality indicators such as staff to child ratio, group size, or cost of care. The scales are being used in several projects in Utah. To learn more about the scales, visit the web site at: www.fpg.unc.edu/~ecers/. The scales can be ordered through most major early childhood education and supply catalogs (Redleaf Press, Lakeshore, Constructive Playthings, Environments), through your local bookstores, or on-line at most major booksellers.

NAFCC Accreditation Readiness Tool:

The NAFCC Accreditation Readiness Tool was designed to assess the readiness of a provider for NAFCC Accreditation Self-Study or to diagnose the need for additional training in one or more areas. Having an observation using the Readiness Tool also serves as practice for providers and children to prepare for their Accreditation Observer visit. To learn more about The NAFCC accreditation process, visit the web site at: www.nafcc.org/accreditation.

Quality Improvement (QI) Consultant: An employee of a Child Care Resource and Referral Agency who conducts quality assessments using the Environment Rating Scales, The NAFCC Accreditation Readiness Tool, and also provides resources and consultation services to child care providers.

Frequently Asked Questions

1. On the Application Cover Sheet, it says I should briefly describe the focus of my quality improvement efforts. Can you give me a few examples of possible brief descriptions?
 - I need to purchase music materials to include music in my daily activity plan for Item 18 on the NAFCC Readiness tool.
 - I want to increase my score on Item 15 (Books and Pictures) and Item 22 (Blocks) in all of the rooms in my center.
 - I want to increase my scores on Item 2, Furniture for routine care, by purchasing chairs and tables that are the correct size for all of the rooms in my center.
2. In Section C of the Plan of Action Form: Child Care Centers, I need to list the indicator number. What is an indicator number on the Environment Rating Scale?

Indicators are the descriptions of quality that are listed under the inadequate, minimal, good and excellent column headings in the scale. In the ITERS-R and ECERS-R, the indicator number is listed by each descriptive statement (the indicator). In the SACERS, each indicator is marked by a dot. To determine the number of the indicator, use the number above the column (1,3,5 or 7), add a decimal point, then add a 1 if it is the first descriptive statement under the column, a 2 if it is the second descriptive statement under the column heading, etc. Indicator numbers look like these: 1.2, 3.2, 5.1 and 7.2. Your QI Consultant can show you how to put indicator numbers in your scale.
3. Can I use grant money on any quality improvement project?

Only new equipment and materials can be purchased with grant funds. Used or second-hand materials cannot be purchased. All equipment and materials should be designed for use in group or child care settings.

 - Grant funds may be used for minor improvements to facilities only if the improvement is required to bring the facility into compliance with state child care licensing rules, including the elimination of serious health and safety problems.
 - Funds can only be used to pay staff wages while they are attending training.
 - Cost of registration fees for training offered through the statewide Child Care Resource & Referral Agency network, Universities and other professional association conferences is allowed. In-service training provided by center staff is not allowed, but may be counted towards the provider's match. Lodging and travel to out-of-state training is excluded.
4. What are some examples of when a QI Consultant's recommendations and my grant application may not match?
 - An example is with cushioning under play structures. There are a wide variety of cushioning options for preschool age children. When you meet with the QI Consultant, you may like an option that is written down on the recommendation form. Later, after pricing and looking at playgrounds with a variety of surfaces, you may decide to change

the type of cushioning you are choosing. The intent – that there is a cushioned fall zone – is still met.

- However, if a QI Consultant recommends cushioning tiles on a toddler playground, and you decide to ask for loose shredded rubber on your grant, the review committee will be aware that the loose fill is a choking hazard for one year olds. The intent – that safe cushioning is provided – cannot be met with all types of cushioning for this age group.
5. What happens if I have been a licensed family child care provider for many years but recently changed to a Residential Certificate?
You will not be eligible to apply for a Quality Improvement Grant until you have been licensed again for one whole year.
 6. What if the owner of the child care center changes? A new owner requires a new license, and a program must be licensed one year to be eligible to apply. If the center director changes, that usually does not require a new license.
 7. What if I change from a Family Child Care to a Family Group Child Care? If there is no lapse in the license, and you have been licensed at least one year, you are eligible.
 8. What is an example of a Maintenance Plan on the Plan of Action Form?
A maintenance plan explains how new activities or behaviors will continue after they are completed. This could be continued monitoring, additional training, post reminders, quarterly self-assessments, etc.
 9. What is a behavioral change?
Many of the indicators on the scales and NAFCC Accreditation Readiness Tool look at the actions of the caregivers or things that the caregivers say. Behavioral changes also include changes the caregiver makes to the environment by rearranging space or planning additional activities. These actions or verbal changes are the “behavioral” changes that you list in Section C of the Plan of Action form. Some examples of these are:
 - In the ITERS-R, Item 14, indicator 7.3 says, “Books are added or changed to maintain interest.”
 - In the ECERS-R, Item 10, indicator 3.3 says, “Sanitary conditions usually maintained.”
 - In the FDCRS, Item 21, indicator 3.1 says, “Sand or water play at least once a week”.
 - In the NAFCC Accreditation Readiness Tool, Item 17 says, “The provider helps children talk about what they are doing and thinking by asking open-ended questions.”
 10. When can I apply again?
Twenty-four months after you have received a Quality Improvement Grant, you may apply again. For example, if you receive a grant in the Winter (January) 2005 application submission time period, you have to wait until January 2007, or later to apply again. You may only apply for a QI grant every other year, depending on what month your license renews in. If your child care license renews in an **odd** numbered month (1-January, 3-March, etc.), you can apply for a QI grant in **odd** numbered years (2005, 2007, etc.). If it renews in an **even** numbered month (2-February, 4-April, etc.), you can apply for a QI grant in **even** numbered years (2006, 2008, etc.).

11. How do I know if my cushioning meets ASTM F1292 guidelines?

Do not purchase any cushioning until the sales person or manufacturer provides written documentation that it meets American Society for Testing and Materials (ASTM F1292) Standards.

12. Do I have to remove my trampoline to receive a Quality Improvement Grant?

A trampoline is considered a serious safety hazard and must be removed or made inaccessible to children in child care to receive a Quality Improvement Grant. Your grant proposal will need to include a plan for removing the trampoline or making it inaccessible to the children. Your Quality Improvement Consultant can give you ideas on making your trampoline inaccessible as well as suggestions for safe outdoor activities.

Quality Improvement Grant Application Cover Sheet

OFFICE OF CHILD CARE Department of Workforce Services

Business Name: _____ Federal Tax ID #: _____
(As it appears on your business/child care license)

Owners Name: _____ Contact Name: _____

Business Address: _____ City _____

(Utah) Zip _____ County _____

Phone: (Business) _____ (FAX) _____

Phone: (Contact) _____ (E-mail) _____

Type of Program: _____ Child Care Center _____ School Age Only Program
_____ Family Child Care _____ Family Group Child Care

This organization is (please check one):

- ☐ Individual/Sole Proprietor ☐ Partnership
☐ Private Corporation (includes LLC) ☐ Other (explain) _____
☐ Non-Profit Organization (Attach documentation to the Background Information.)

Total Amount of Funding Requested: _____ Number of children served with the funds _____

Are you a child care center requesting funds for playground safety improvements? ____ YES ____ NO

What are the ages of the children who will be served with the grant money? _____

Number of Plan of Action Forms attached: _____

Date of your first child care license _____ If license exempt, date when program opened _____

Has your program ever had a conditional **license? ____ If yes, what were beginning and ending dates of any conditionals licenses issued to you in the past five years. _____

** (do not include 30 day conditional licenses issued for failure to submit renewal paperwork before the deadline)

To be used as a tie-breaker (optional): Are you participating in the Career Ladder Program? ____ If yes, attach copies of all of the Career Ladder Certificates you have received. Centers should provide a list of all staff, their titles and copies of all of their staff Career Ladder Certificates. For staff in School Age programs: Submit documentation of training offered through school districts or other recognized training organizations. Each 40 hours of training is equivalent to one level on the Career Ladder

Briefly describe the focus of your quality improvement efforts:

Quality Improvement Grant Application Cover Sheet: Page 2

The following questions must be answered to determine your funding priority.

1. Is your child care program **currently** receiving any cash grants or any funding other than from parent fees or the Child Care Food Program? _____ Yes _____ No

If yes, what is the total dollar amount and the source of the outside funding you are receiving this calendar year? List the amounts from the largest to the smallest. Examples of outside funding include federal or state funds, corporate or private funds and charitable donations. Parent fees include payments through the Payment to Parents Program. Do not list Payment to Parents payments here. See Appendix C for an explanation of the Funding Priority System.

Amount of Funding	Source of Funding	Percentage of Your Total Budget for the Current Calendar Year
1.		
2.		
3.		
4.		
5.		
6.		

2. Has your program received a Quality Improvement Grant from the Office of Child Care any time from July 2002 to the present? _____ Yes _____ No

If yes, what month(s) and year(s) did you receive your previous Quality Improvement Grant(s)?

Month _____ Year _____

Month _____ Year _____

3. Are you currently receiving a Youth Connections Grant or a Start-Up / Expansion Grant from the Office of Child Care? _____ Yes _____ No

Owner or Authorized Signature

Title

Date

Quality Improvement Grant Application: Center Plan of Action Form

Complete one page for each item of the scale that you are going to improve during this grant period.

Circle one: ITERS-R, ECERS-R, SACERS Item Number: _____ Current Score: _____ Score you want to reach: _____

Section A: List all equipment purchases needed to increase item score:

Equipment: list individual items to be purchased	Source: Vendor Name	Total Cost	Grant request	Provider Match
Totals:				

Section B: Describe any training, related to this item, that you or your staff will attend:

Training Topic: _____ Type of training: CCR&R _____ In-service _____ Other _____			
Start Date: _____ End Date: _____ Length of class (number of hours): _____			
For in-service & other training, list name & qualifications of trainer: _____			
List staff who will attend: _____			
Cost of Training:	Staff Salary:	Grant Request:	Provider Match:

Section C: List behavioral changes related to this item to be made by caregivers & a plan for creating the change:

Indicator number	How changes will be made (reminders posted, staff meetings, weekly monitoring, training, mentoring, etc.)	Monitoring Plan	Completion Date	Maintenance Plan

Quality Improvement Grant Application: Family/Family Group Plan of Action Form

Complete one page for each item of the scale that you are going to improve during this grant period.

Circle one: FDCRS NAFCC Readiness Tool Item Number: _____

Goal: _____

Section A: List all equipment purchases needed to meet goal:

Equipment: list individual items to be purchased	Source: Vendor Name	Total Cost	Grant request	Provider Match
Totals:				

Section B: Describe any training, related to this item, that you or your staff will attend:

Training Topic: _____ Type of training: CCR&R _____ In-service _____ Other _____			
Start Date: _____ End Date: _____ Length of class (number of hours): _____			
For in-service & other training, list name & qualifications of trainer: _____			
List staff who will attend: _____			
Cost of Training:	Staff Salary:	Grant Request:	Provider Match:

Section C: List behavioral changes related to this item to be made by caregivers & a plan for creating the change

How changes will be made (reminders posted, staff meetings, weekly monitoring, training, mentoring, etc.)	Monitoring Plan	Completion Date	Maintenance Plan

Appendix A: Agencies of Interest

Office of Child Care

Department of Workforce Services (DWS)
140 East 300 South
Salt Lake City, UT 84111
801-526-4340 or 1-800-622-7390

Child Care Resource and Referral Agencies

Bridgerland Region: Box Elder, Cache & Rich Counties

435-797-1552/ 800-670-1552

Northern Region: Davis, Morgan & Weber Counties

801-626-7837 or toll free at 888-970-0101

Metro Region: Salt Lake & Tooele Counties

801-355-7444 or toll free at 800-839-7444

Mountainland Region: Summit, Utah & Wasatch Counties

801-863-8220 or toll free at 800-952-8220

Western Region: Beaver, Garfield, Iron, Juab, Kane, Millard, Piute, Sanpete, Sevier, Wayne and Washington Counties

St. George: 435-628-4843
Cedar City: 435-586-8722
Toll Free: 800-543-7527

Eastern Region: Carbon, Daggett, Duchesne, Emery, Grand, San Juan & Uintah Counties

435-613-5619 or toll free at 888-637-4786

Department of Health, Bureau of Licensing

P.O. Box 142003
Salt Lake City, Utah 84114-2003.
801-538-9299 or 1-888-287-3704
web site: health.utah.gov/licensing/

Appendix B
Timetable for Child Care Quality Improvement Grants for Fiscal Year 2005
(July 1, 2004 – June 30, 2005)

Fall Applications:

- Due in the Office of Child Care between Tuesday, September 14, 2004 and Tuesday, September 28, 2004. Applications must be received **no later than 3:00 PM on Tuesday, September 28, 2004.**
- Negotiation of individual grants, if changes are required.
- Awards Announcement (target date), October 29, 2004.
- Mailing of Grant Contract to Grantees (Takes about two weeks after award announcement.)
- Checks mailed (Takes six to eight weeks after returning the signed Contract.)
- The Grant Period ends September 30, 2005.

Winter Applications:

- Due in the Office of Child Care between Tuesday, January 11, 2005 and Tuesday, January 25 2005. Applications must be received **no later than 3:00 PM on Tuesday, January 25, 2005.**
- Negotiation of individual grants, if changes are required.
- Awards Announcement (target date), February 28, 2005.
- Mailing of Grant Contract to Grantees (Takes about two weeks after award announcement.)
- Checks mailed (Takes six to eight weeks after returning the signed Contract.)
- The Grant Period ends January 31, 2006.

Spring Applications:

- Due in the Office of Child Care between Tuesday, May 10, 2005 and Tuesday, May 24, 2005. Applications must be received **no later than 3:00 PM on Tuesday, May 24, 2005.**
- Negotiation of individual grants, if changes are required.
- Awards Announcement (target date), June 30, 2005.
- Mailing of Grant Contract to Grantees (Takes about two weeks after award announcement.)
- Checks mailed (Takes six to eight weeks after returning the signed Contract.)
- The Grant Period ends June 30, 2006.

Appendix C: Funding Priorities

This appendix explains how the information you provide on page 2 of the Application Cover Sheet will be used to prioritize grant funding.

Priority for grant funding will be given to those programs who do not have sources of funding other than parent fees and the child care food program, and who have not previously received a Quality Improvement Grant from the Office of Child Care.

1. If a provider is receiving outside funding in the present calendar year (if they answered "yes" to Question #1), they would not be funded ***unless*** there is money left over in this round of funding after everyone who is not receiving outside funding (who answered "no" to Question #1), and whose application meets the minimum requirements, has been funded.
2. If everyone who is not receiving outside funding (who answered "no" to Question #1) has been funded, and there is money left in this round of funding, then programs receiving outside funding (who answered "yes" to Question #1) would be eligible to receive a grant, starting with those who are receiving the least % of their total operating budget in outside funding. (Provided their applications meet the minimum requirements.)
3. If a provider is not receiving any outside funding, but has received a previous Quality Improvement Grant from OCC (if they answered "no" to Question #1, but "yes" to Question #2), they would not be funded ***unless*** there is money left over in this round of funding after everyone who has not yet received a grant (who answered "no" to Question #2), and whose application meets the minimum requirements, has been funded.
4. If funding is left over in this round of funding after everyone who has not yet received a previous Quality Improvement Grant (who answered "no" to Question #2), has been funded, then those who have previously received a grant (who answered "yes" to Question #2) can be funded, starting with those who have received the fewest previous grants, and who have waited the longest since receiving their previous grant(s). (Provided their applications meet the minimum requirements.)

Appendix D

CCR&R Quality Improvement Consultant Recommendations

Page of

Scale Item #:	Item Name:	Current Score	Target Score
Description of concerns:			
Recommendations to increase score (include any recommendations for provider interactions, behavioral changes, room arrangement, staff monitoring, equipment purchases, etc.):			

Scale Item #:	Item Name:	Current Score	Target Score
Description of concerns:			
Recommendations to increase score (include any recommendations for provider interactions, behavioral changes, room arrangement, staff monitoring, equipment purchases, etc.):			

Provider Initials:

Quality Improvement Grant Application: Center Plan of Action Form

Complete one page for each item of the scale that you are going to improve during this grant period.

Circle one: ITES-R, ECERS-R, SACERS Item Number: 15 Current Score: 4 Score you want to reach: 5

Section A: List all equipment purchases needed to increase item score:

Equipment: list individual items to be purchased	Source: Vendor Name	Total Cost	Grant request	Provider Match
Anti-Bias Stories Paperback Library	Lakeshore	\$95.00	\$95.00	
Science Stories Paperback Library	Lakeshore	74.50	57.50	\$17.00
Totals:		\$169.50	\$152.50	\$17.00

Section B: Describe any training, related to this item, that you or your staff will attend:

Training Topic: <u>A Great Place for Kids!</u>		Type of training: CCR&R <u>X</u> In-service _____ Other _____	
Start Date: <u>November 2004</u>		End Date: <u>November 2004</u>	
Length of class (number of hours): <u>10 hours</u>			
For in-service & other training, list name & qualifications of trainer: _____			
List staff who will attend: <u>Both four-year-old caregivers will attend training</u>			
Cost of Training: \$30.00	Staff Salary: _____	Grant Request: \$30.00	Provider Match: _____

Section C: List behavioral changes related to this item to be made by caregivers & a plan for creating the change:

How changes will be made (reminders posted, staff meetings, weekly monitoring, training, mentoring, etc.)	Monitoring Plan	Completion Date	Maintenance Plan
Books will be placed in a basket placed where children can reach them on their own.	Daily set-up list will include placing books down where children can reach them.	12/01/04	Replace torn or damaged books. Rotate books to keep children interested in the books.
Reading books will be included on written activity plan daily.	Post reminder to read books daily until it becomes a habit.	12/01/04	Continue to include reading books on activity plan daily.

Quality Improvement Grant Application: Center Plan of Action Form

Complete one page for each item of the scale that you are going to improve during this grant period.

Circle one: ITERS-R, ECERS-R, SACERS Item Number: 22 Current Score: 2 Score you want to reach: 5

Section A: List all equipment purchases needed to increase item score:

Equipment: list individual items to be purchased	Source: Vendor Name	Total Cost	Grant request	Provider Match
Fish bowl and fish	Pets Mart	\$20.00	\$2.00	\$18.00
Plants – hanging	Lowe's	20.00	20.00	
Soft mat (For babies to use outside)	Environments	110.00	110.00	
Birdfeeder	Lowe's	30.00	30.00	
Totals:		\$180.00	\$162.00	\$18.00

Section B: Describe any training, related to this item, that you or your staff will attend:

Training Topic: <u>Infant & Toddler Care Course 3</u>	Type of training: CCR&R <input checked="" type="checkbox"/> In-service <input type="checkbox"/> Other <input type="checkbox"/>		
Start Date: <u>February 2005</u>	End Date: <u>February 2005</u>	Length of class (number of hours): <u>10 hours</u>	
For in-service & other training, list name & qualifications of trainer: _____			
List staff who will attend: <u>All infant room teachers</u>			
Cost of Training: \$45.00	Staff Salary:	Grant Request: \$45.00	Provider Match:

Section C: List behavioral changes related to this item to be made by caregivers & a plan for creating the change:

Indicator number	How changes will be made (reminders posted, staff meetings, weekly monitoring, training, mentoring, etc.)	Monitoring Plan	Completion Date	Maintenance Plan
3.3 5.2	Fish bowl, plants and bird feeder will be purchased and placed in room/on outside of windowsill. Staff will make sure each child is brought to items daily. Staff will talk with children about items.	Each child will have a checklist. Staff will check when completed daily.	Habit by Dec. 1, 2004!	Director will observe twice a year to see that staff keep practice.
5.1 5.3	Staff will plan 3 outdoor experiences each week. The soft mat will make a comfortable space for the younger infants. Staff will talk to the children about nature, weather, animals, etc.	Staff will plan activities, list on weekly plan. Director will monitor plans.	Habit by Dec. 1, 2004!	Director will monitor weekly activity plans and check to make sure children are going outside.

Complete one page for each item of the scale that you are going to improve during this grant period.

Goal: I will include reading books to the children as part of our daily activities. I will also have books accessible to the children during free play daily.

Equipment: list individual items to be purchased	Source: Vendor Name	Total Cost	Grant request	Provider Match
My Family Board Book Set (set of 6)	Environments	\$32.00	\$6.10	25.90
Ann Morris Library (set of 8)	Kaplan	69.95	69.95	
Career Book Set (set of 6)	Kaplan	23.95	23.95	
	Totals:	\$125.90	\$100.00	\$25.90

Section C: List behavioral changes related to this item to be made by caregivers & a plan for creating the change:

How changes will be made (reminders posted, staff meetings, weekly monitoring, training, mentoring, etc.)	Monitoring Plan	Completion Date	Maintenance Plan
Books will be placed in a basket placed where children can reach them on their own.	Daily set-up list will include placing books down where children can reach them.	12/01/04	Replace torn or damaged books. Rotate books to keep children interested in the books.
Reading books will be included on written activity plan daily.	Post reminder to read books daily until it becomes a habit.	12/01/04	Continue to include reading books on activity plan daily.

